

# **Request for Proposals**

**to Provide Regional Operator Services &  
Fiscal Agent Services**

**to the Regional Workforce Board for  
Indiana Region 4**

**RFP Issue Date: February 24, 2006**

**Bidder's Conference:  
Thursday, March 9, 2006  
2:30 pm**

**Date Proposal Must Be Received:  
4:30pm March 24, 2006**

**Purpose**

The purpose of this solicitation is to secure Regional Operator(RO) and Fiscal Agent(FA) services for the Regional Workforce Board (RWB) of Indiana Region 4. The successful bidder will enter into negotiations for a two year contract with an optional one year extension at the discretion of the RWB.

The RWB is soliciting bids for a single entity to provide regional operator and fiscal agent services for Region 4, which consists of the following counties: Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White.

**Funding**

The funding for these services will primarily come from Federal Workforce Investment Act, Title I funds awarded to the Region. Attachment A shows program year 2005 WIA funding levels for the current eleven regions of Indiana. While funding can fluctuate, Attachment A provides a reasonable guideline for expected funding levels.

**Contract Negotiations**

Successful respondents to this RFP will be expected to participate in contract negotiations to establish the exact services to be provided and the payment terms for those services. Costs and services will be negotiated based on information contained in this RFP and in the proposal(s) selected for contract negotiations.

**Disclosure**

Respondents to this RFP should note that the contents of their response to this RFP or other information submitted to the RWB are subject to public release upon request, except those items specifically exempt from disclosure. All such proprietary or confidential material should be so marked.

**Subcontracts**

Bidders may subcontract for all or part of the services to be provided, but the intentions to subcontract must clearly be stated in the response to this RFP. Any subcontracting not specifically specified in the proposal or in the contract must have RWB approval. However, the Regional Operator must also be the Fiscal Agent.

**Proposal Format**

Proposals must be prepared and sequenced in accordance with the instructions outlined in this section. When completed, proposals are to be assembled in the following manner. All referenced attachments are included in this packet.

- Proposal Cover Page (Attachment B)
- Table of Contents
- Organizational Section –
  1. Organization name
  2. Organization address
  3. Organization telephone number(s)

4. Contact person
  5. Contact e-mail address
  6. Length of time in business
  7. Chief Executive Officer
  8. A statement indicating the intent of the organization to provide services described in this RFP
  9. A Statement of Assurance the signer of the RFP is authorized to sign the proposal and can bind the organization in so doing.
  10. Legal status of the bidding entity, to include tax status
  11. Mission or purpose of the organization
- Bidders Background & Experience
    1. Description of the purpose of the organization
    2. Description of the management and structure of the organization
    3. A Listing of similar services provided - provide names and contacts
    4. Brief resumes for key personnel that will provide the services
    5. Copies of Monitoring reports and audit reports for the past two years for similar services
  - Plan of Service
    1. Detail the plan for providing Regional Operator/Fiscal Agent services.
    2. Services provided on site versus off-site; provide details.
    3. Services provided not specifically required in the RFP.
    4. Regional Operator staff availability (full time versus part time); provide details.
  - Budget/Cost – The costs will be evaluated using a dollar to dollar comparison. Use the PY2005 Funding by Region found in Attachment A (and only the dollars presented for Region 4) and a completed Budget Estimate Worksheet (Attachment E), , to submit a budget that details costs for administration of the Regional Operator responsibilities, staff support and operational expenses for the Regional Workforce Board, Oversight Management of the WorkOne System, and Fiscal Agent responsibilities.
  - Non-Collusion Affidavit (Attachment C)
  - Assurances and Certifications (Attachment D)

#### Exhibits

1. Budget Narratives And Budget Detail pages and a completed Budget Estimate Worksheet (Attachment E)
2. Bidder's Annual Report/Financial Statement
3. Resumes of the Key Staff to be Involved
4. Organizational Charts
5. Recent Audits and Monitoring Reports from Similar Initiatives
6. Documentations supporting the "Characteristics of the Successful Bidder" section of this RFP

Each section and exhibit must be clearly labeled.

Responses to this RFP must be typed on 8 ½" by 11" paper with no less than one inch margins. The proposals must be no longer than 35 pages in length not counting the exhibits.

Starting after the cover page and the table of contents, number each page at the bottom center using the format "page x of x". The completed attachments B, C, D, and E from this RFP must be included with your proposal. The cover page, table of contents and these required attachments do not count as part of the maximum 35 pages.

Submittals must include an original and three (3) copies. The original must have original signatures.

### **Scope of Work (Regional Operator/Fiscal Agent)**

The Regional Workforce Board for Region 4 is publishing this Request for Proposal (RFP) to seek responses for a Regional Operator/Fiscal Agent for Region 4 which consists of the following counties: Benton, Carroll, Cass, Clinton, Fountain, Howard, Miami, Montgomery, Tippecanoe, Tipton, Warren, and White. The selected respondent from among the proposals for funding will be Regional Workforce Board contractors.

- Indiana has been divided into eleven Regional Workforce Service areas. Each area has a Regional Workforce Board that will be responsible for the delivery of workforce services in that geographic region.
- The Regional Operator will provide support services for the Regional Workforce Board and will provide operational oversight and management for the WorkOne offices in the region.
- Additional details on this structure are contained in Indiana's Strategic Two-Year Plan for the Workforce Investment Act and Wagner-Peyser Act. This document can be found at [http://www.in.gov/dwd/partners/stateplan\\_102105.pdf](http://www.in.gov/dwd/partners/stateplan_102105.pdf).

Eligible grantees for the Regional Operator include:

- Private or public not-for-profit organizations, including faith-based or community-based organizations.
- Private or public for-profit organizations or entities.

The Regional Operator **will not** provide workforce development services in the region in which they are the Regional Operator. The Regional Operator may provide such services in a region(s) where it is not the Regional Operator.

### **Time of contract:**

The period of the contract will be effective no later than July 1, 2006 through June 30, 2008. A one year extension may be granted by the regional workforce board for exceptional performance.

### **Key Dates:**

Responders **Must** attend a **Mandatory** Bidders Conference to be held March 9, 2006, at 2:30 pm at the Logansport campus of Ivy Tech Community College of Indiana, 2815 East Market Street, Logansport, Indiana, Room 101. Only applications submitted by the entities in attendance at the above Mandatory Bidders Conference will be considered in the selection of a Regional Operator/Fiscal Agent entity for Region 4. **Non attendance at the above bidder's conference will make responder an ineligible bidder with any such proposal marked as rejected and not opened for consideration.**

Proposals are due no later than 4:30 PM (Muncie, IN time) on *March 24, 2006*, Proposals should be sent or delivered to: Region 4 RWB, c/o Indiana Department of WorkForce Development, 201 East Charles Street, P.O. Box 1407, Muncie, IN 47308, ATTN: Alan Johnson, Regional Director. Proposals, if not postmarked and delivered by 4:30 pm March 24, 2006, will need to be date stamped and initialed by Mr. Johnson or his representative as being received. One proposal with original signatures is required with 3 copies. No faxed copies will be accepted.

### **Proposal Evaluation and Selection Process**

The process to review and evaluate eligible proposals received in response to this RFP will include a team of Regional Workforce Board members selected by the RWB. All proposals that meet the requirements stipulated in this RFP will be considered. Proposals that do not include the required sections and or attachments may be declared as non-responsive and, therefore, will not be evaluated.

In order to determine the final selection, the RWB may request that bidders attend separate Question and Answer sessions to gain further information about their proposal. Bidders will be contacted by Alan Johnson on April 7, 2006 to schedule a time and location. The date of the Question and Answer session is April 13, 2006. (time & location to be announced). The Region 4 Workforce Investment Board will make the final selection.

### **Requirements for Regional Operator Proposals**

#### *Regional Operator Responsibilities:*

The Regional Operator will:

- Be responsible for integrating service delivery in the WorkOne system in the region in accordance with federal and state legislation and regulations, state policy, and the Indiana Strategic State Plan. Programs include Workforce Investment Act Title I Adult, Dislocated Worker, Youth; Wagner-Peyser Act, Veterans employment and training programs, and Trade Adjustment Assistance. Other programs may be incorporated
- **Not** provide WIA Title 1 core, intensive or training services or other direct workforce services in Indiana Region IV.

- Provide technical assistance to the workforce service providers in the Regional WorkOne System.
- Serve as support staff to the Regional Workforce Board.
- Seek additional funding sources and partnering opportunities that will enhance the region's ability to provide workforce development services.
- Assist in the marketing of the WorkOne system in the region.
- Provide technical assistance to the workforce service providers in the Regional WorkOne system.
- Receive, along with the Regional Workforce Board, technical assistance and support from the Indiana Department of Workforce Development.
- Direct and coordinate the flow and delivery of services in each WorkOne Center and Express Site(s) located in the region.
- Provide participant reporting and data validation functions, in conjunction with the Regional Workforce Board.
- Perform the Fiscal Agent duties as described in this RFP.
- Ensure that eligible training provider data are maintained and updated. Data includes, but is not limited to, the acceptance of applications from training providers, the entry of applications in the state system and the first level approval or denial of such applications. Such actions will be in coordination with the regional workforce board and the State Workforce Investment Council.
- Assist in establishing economic development entities in any counties in the region that currently do not have one and develop a plan to create a regional economic development focus and a plan for the integration of economic development initiatives with the region's workforce development system.
- The Regional Operator will have qualified grant writer capability on staff and demonstrate successful grant writing efforts that have increased discretionary spending dollars.
- Recruit, train, and conduct orientation for new board members.
- Support and assist with the organizational development of the regional board including strategic planning, organizational structure, the development of annual goals, and annual business plan.
- Demonstrate the ability to develop partnerships with mandated and other identifiable entities that are players in the creation of a regional workforce development system.
- Demonstrate the ability to facilitate and coordinate meetings and conferences to advance the role and public image of the board and the regional workforce development system.
- Develop a regional focus for the participants in the workforce development system in the region.
- Perform other related duties as may be determined by the Regional Workforce Board.

Characteristics of the Successful Bidder:

The successful bidding organization will provide objective evidence that the organization has a history that demonstrates the following characteristics:

leadership	strategic thinking
management	vision
regional focus	ethics
integrity	respect
proactive	assertive
cooperation	collaboration
creativity	continuous improvement
knowledge of WIA	adaptability to change
working knowledge of the Malcolm Baldrige Criteria	

### **Regional Fiscal Agent Relevant Information**

The Regional Workforce Board members are appointed by the local elected officials (LEO's) in the region. The elected officials also select a Chief Elected Official (CEO) to represent them. As such the CEO, through the fiscal agent, is the grant recipient for the funding distributed to the Regional Workforce Board. As the grant recipient, the CEO will designate a Fiscal Agent to receive, disburse, and account for funds.

The Region IV Workforce Service area is requesting proposals for an entity or organization to serve as Regional Operator/Fiscal Agent for the region for:

- Workforce Investment Act Title I
  - Adults
  - Dislocated Worker
  - Youth
- Other funds awarded to the region including, but not limited to:
  - State and federal competitive and formula awards
  - Foundation grants for workforce and economic development initiatives
  - Other workforce and economic development awards/grants

Other pertinent information includes:

- The Fiscal agent must provide services for Region 4.
- The Fiscal agent or entity for which they are employed will **NOT** provide workforce development services provided through the State of Indiana WorkOne system in Region 4.
- The Fiscal Agent will establish procedures to ensure fiscal integrity.
- The CEO and Regional Workforce Board will aggressively pursue repayment from the originating entity/organization for disallowed costs.
- The Fiscal Agent will follow all applicable federal and State legislation and regulations, applicable Office of Management and Budget (OMB) circulars, and State/Regional policies and directives.

- The Fiscal Agent will coordinate with the Regional Operator, the Regional Workforce Board, and the Department of Workforce Development (DWD) on fiscal issues.
- The Fiscal Agent, as stated above, will assure compliance with applicable OMB circulars/DWD and State directives/RWB directives/"boiler plate" language of signed agreements between the parties and, when deemed appropriate, confer with the State on issues concerning allowable costs and acceptable processes and procedures.
- The Fiscal Agent will establish acceptable cost accounting plans (CAP) for the entity(s) served.
- The Fiscal Agent will utilize acceptable accounting software that allows for accrual reporting of all costs within the time lines established and the allocation of overhead/indirect costs in accordance with acceptable CAP.
- The Fiscal Agent will be in full compliance with the State/RWB cash management directives to include monthly bank reconciliations, and maintaining minimum cash on hand.
- The Fiscal Agent will establish a procedure to record and report all stand-in costs, when applicable; all match cost of cash/in-kind as directed, and any required maintenance of effort.
- The Fiscal Agent will provide financial services related to the Strategic Skills Initiative (SSI) for the Region including the following:
  - Submission of documentation of claims/invoices, etc. upon completion of Strategic Skills Solutions Implementation phase report;
  - Submission of assembled claims package to State Fiscal Agent for approval and payment;
  - Receive reimbursement funds from State Fiscal Agent and deposit into a bank account established solely for the purpose of this contract;
  - Distribute funds in accordance with approvals and instructions from IDWD and State Fiscal Agent; and
  - Establish records of amounts awarded under subcontractors under this initiative and expenditures submitted for reimbursement by the RWB under this initiative.

### *Rating Criteria*

#### Service Provision Planning (10 Points)

The Regional Operator will be an instrumental component for the management of workforce services in the Regional WorkOne system, provide staff functions for the Regional Workforce Board and supply fiscal agent duties to the Regional Workforce Board.

- The integration of services and workflow for the WorkOne system are integral part of Indiana's workforce system. Describe how a plan to fully integrate services for seamless service delivery will be developed. Include how functional



supervision, staff training, employer input, customer satisfaction surveys, etc. will be used. Include a plan describing the design of the flow of traffic, staff training, coordination of partner services, general room layout, and a timeline for implementation.

- Workforce Investment Act (WIA) services providers will be procured by the Regional Operator. The scope of work for WIA service provider RFPs must be provided to show the criteria, processes and timeline to be used for the selection of the WIA service providers.
- The applicant will describe how the plan for the procurement process for service providers will occur. Include how it will be determined who will receive notices of requests for proposals.
- The applicant will describe their capabilities to provide staff to the Regional Workforce Board, similar to supportive functions provided to Workforce Investment Boards as described in WIA legislation.
- The applicant will describe the fiscal services to be provided insuring compliance with all federal and state requirements and complying with generally accepted accounting principles.

Scoring on this criterion will be based on the following:

- How service integration is addressed.
- How the flow of services is designed.
- The quality of the local procurement process for service providers, including reasonableness of the timeline.
- The comprehensiveness and quality of Regional Workforce Board functions to be provided.
- The comprehensiveness and quality of the fiscal services to be provided.

#### Integration/Coordination Planning (10 points)

The Regional Operator will be directing and coordinating the delivery of workforce services in the WorkOne Centers and Express sites located in the region. With guidance from the State and Regional Workforce Board, the Regional Operator will integrate Wagner-Peyser, Workforce Investment Act, Veterans, and Trade Adjustment Services in the WorkOne Center and Express Offices. Additionally, the Regional Operator will also coordinate with the Partner Services available in the regional offices to ensure customers have access to the full array of services available.

The applicant will:

- Describe the Regional Operator's vision for integration and coordination in the area.
- Describe the plan for the transitioning of counties (into or out of new regional areas) so limited disruption of service occurs.
- Describe how the Regional Operator envisions their role with the Regional Workforce Board, including how coordination will occur.
- Describe how the Regional Operator will assist the Regional Workforce Board to assume a stronger leadership role over the next two program years. Include the relationship between the Regional Operator, Regional Workforce Board, and the

State, and how capacity building for the Regional Workforce Board will be provided.

- Describe the Regional Operator's role with the DWD Regional Coordinator, including how coordination will occur.

Scoring of this criterion will be based on the following:

- How integration of services will occur through the Regional Operator's vision.
- How transitioning of counties into or out of new regional areas will occur to minimize the disruption of services to clients.
- How coordinating with the Regional Workforce Board will occur, including how the leadership role of the Regional Workforce Board will be enhanced over the next two program years.
- How coordination with the DWD Regional Coordinator will occur.

#### Financial Service Provision Planning (10 Points)

The Regional Operator/Fiscal Agent will be an instrumental component within the Regional WorkOne system. Through this procurement process, the Regional Workforce Board anticipates identifying a Regional Operator/Fiscal Agent to provide financial services.

The applicant will:

- Describe the process for employing staff to include experience under varying training funded programs such as WIA for the region or contracting for such services. Describe the plan for providing the services including personnel to be used and/or qualifications of the people who will be used.
- When applicable, describe the methods for assisting the CEO/Board to aggressively pursue repayment from the originating entity/organization for disallowed costs.
- Describe the plan for coordinating with the DWD and the Regional Workforce Board concerning the payments for delivery of workforce development services in the region. Include how such coordination will occur to assure proper documentation accompanies each claim for payment. What method will be used to resolve concerns over payment for costs questioned by the Fiscal Agent?
- Describe its willingness to serve as fiscal agent for other funding that may become available to the Regional Workforce Board such as other State grants, federal grants, foundation grants and other grants and awards. Such description must contain a fee structure.

Scoring on this criterion will be based on the following:

- How the respondent will staff to provide the financial services.
- How the respondent will assist the State to pursue questioned costs which result in a demand of repayment for disallowed costs.
- How the applicant will coordinate with the Regional Workforce Board and DWD on fiscal issues.
- Fiscal experience in working with training funded programs.
- How the applicant will handle other funds including the fee structure.

- The costs for the Fiscal Agent functions.

#### Program Management & Organizational Capacity (25 points)

Applicants must demonstrate the capacity and capability of the applying entity to be a Regional Operator. The Indiana Region 4 is interested in learning the organization's capacity to administer workforce development programs and program management capability. Towards that end, the State will be revising its system measures, developing real-time measures, and developing an automated case management system with reporting capability.

The applicant will:

- Describe the entity's ability, organizational capacity, and track record to administer workforce development services in each WorkOne Center and WorkOne Express sites located in the regional area. Identify a Regional Operator Director with whom the State and Regional Workforce Board will communicate. Provide the qualifications of the Director and other key staff members.
- Describe credentials and certifications for personnel related to the delivery of workforce or related services.
- Describe the entity's ability to enter participant and financial data into an automated reporting system. Describe how data validation will occur.
- Describe how the workforce development system will be managed to meet performance, expenditure levels and enrollments.
- Provide a copy of the most recent audit report done for the Regional Operator's organization/entity indicating its ability to administer workforce development services.
- Describe the entity's experience with accounting and reporting systems specifically with the Department of Workforce Development (DWD), other state/federal agencies, and/or private sector entities.
- Describe credentials and certifications for personnel that will provide fiscal services.

Scoring of this criterion will be based on the following:

- The applicant's ability and capacity to administer workforce development services as the Regional Operator, including key staff qualifications.
- The applicant's experience and ability to enter participant and financial data into the automated reporting system.
- The most recent audit report reflecting the applicant's ability to administer workforce development services.
- The experience in providing financial services for similar programs.
- Appropriate staff/organizational credentials and experience.

#### Outcomes (25 Points)

The organization's success in administering workforce development programs can, many times, be reflected through the outcomes achieved in the region. The Regional Workforce Board is interested in learning about the achievements of the organization/entity. Such achievements may have been measured through contract

payment points, achieving bench marks, achieving or exceeding performance standards, and/or other methods.

The applicant will:

- Provide the outcomes achieved by the applicant. Workforce Investment Act outcomes are preferred but outcomes from other funding sources are acceptable.
- Describe corrective actions taken (either internal actions or actions required by a contracting entity) as a result of not achieving outcomes.
- Provide the workforce development program outcomes achieved by the applicant. If the applicant has administered Workforce Investment Act (WIA) funding, please provide outcomes specific to WIA.
- Successful audit reports and monitoring reports of training funded programs to include any direct federal review(s) by DOL/ETA and/or the OIG.
- Describe any additional outcomes that will raise the bar as a Regional Operator/Fiscal Agent to which you will be held accountable. Include a plan as to how you intend to accomplish these goals.

Scoring of this criterion will be based on the following:

- The applicant's ability and capacity to administer workforce development services as the Regional Operator/Fiscal Agent, including key staff qualifications.
- The applicant's experience and ability to enter participant and financial data into the automated reporting system.
- The most recent audit report reflecting the applicant's ability to administer workforce development services.
- The experience in providing financial services for similar programs.
- Approximate staff/organizational credentials and experience.

#### Cost (20 Points)

Specify the cost for the regional operator services using the cost worksheet included in this document as Attachment E.

Scoring on this criterion will be based on the following:

- The "Contracts for Board Services" line on Attachment E is the line where funds to be used for contracting to service providers are to be entered. Explain how you arrived at the amounts on this line.
- Explain how you would determine the Regional Operator/Fiscal Agent costs for any workforce development grants that would be awarded in the future and how, and by what amount, the receipt of such grant(s) would change the estimated costs you presented in Attachment E.
- Explain how you arrived at your estimate for rent and utilities. Assuming that the State will decide that most of the furniture and equipment will be transitioned to the new region, explain what the costs are and why they were budgeted on the furniture and equipment line.
- Explain how the estimates for the office supplies and postage line and the dues, memberships, and publications line were determined.
- Provide a rationale for the costs that were compiled for the estimate on the technology line.

- Explain how you arrived at the staff development and travel estimate, including the purpose for travel, e.g. national conferences, seminars, statewide meetings, local meetings, and staff development.
- On the line for the estimate of dues, memberships, and publications, please include, and provide an explanation, any costs for services intended to be contracted (rather than provided by your staff) for the regional board, e.g. state of the workforce reports, board retreats, or special studies.

Attachment A  
PY2005 Funding by Workforce Region

		PY 2005	
County	SDA	Total \$	WIA %
1 -Jasper County	C.W.I.	\$226,372	0.562%
1 -La Porte County	C.W.I.	\$908,366	2.256%
1 -Lake County	Northwest	\$4,182,209	10.385%
1 -Newton County	C.W.I.	\$52,861	0.131%
1 -Porter County	C.W.I.	\$580,842	1.442%
1 -Pulaski County	C.W.I.	\$102,076	0.253%
1 -Starke County	C.W.I.	\$233,456	0.580%
<b>Region 1</b>		<b>\$6,286,182</b>	<b>15.610%</b>
2 -Elkhart County	Northern	\$598,375	1.486%
2 -Fulton County	North Central	\$161,423	0.401%
2 -Kosciusko County	Northern	\$203,124	0.504%
2 -Marshall County	Northern	\$155,363	0.386%
2 -St. Joseph County	Northern	\$1,912,842	4.750%
<b>Region 2</b>		<b>\$3,031,126</b>	<b>7.527%</b>
3 -Adams County	Northeast	\$99,255	0.246%
3 -Allen County	Northeast	\$2,658,957	6.603%
3 -De Kalb County	Northeast	\$322,373	0.801%
3 -Grant County	Madison-Grant	\$1,131,327	2.809%
3 -Huntington County	Northeast	\$203,635	0.506%
3 -Lagrange County	Northeast	\$241,966	0.601%
3 -Noble County	Northeast	\$428,749	1.065%
3 -Steuben County	Northeast	\$297,712	0.739%
3 -Wabash County	North Central	\$216,006	0.536%
3 -Wells County	Northeast	\$129,179	0.321%
3 -Whitley County	Northeast	\$295,673	0.734%
<b>Region 3</b>		<b>\$6,024,831</b>	<b>14.961%</b>
4 -Benton County	Tecumseh Area	\$31,768	0.079%
4 -Carroll County	Tecumseh Area	\$93,687	0.233%
4 -Cass County	North Central	\$358,745	0.891%
4 -Clinton County	Tecumseh Area	\$236,300	0.587%
4 -Fountain County	Tecumseh Area	\$68,114	0.169%
4 -Howard County	North Central	\$807,493	2.005%
4 -Miami County	North Central	\$379,721	0.943%
4 -Montgomery County	Tecumseh Area	\$121,489	0.302%
4 -Tippecanoe County	Tecumseh Area	\$1,077,813	2.676%
4 -Tipton County	North Central	\$55,270	0.137%
4 -Warren County	Tecumseh Area	\$14,514	0.036%
4 -White County	Tecumseh Area	\$265,822	0.660%

<b>Region 4</b>		<b>\$3,510,735</b>	<b>8.718%</b>
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5	-Boone County	Circle 7	\$83,476	0.207%
5	-Hamilton County	Circle 7	\$295,674	0.734%
5	-Hancock County	Circle 7	\$98,921	0.246%
5	-Hendricks County	Circle 7	\$244,831	0.608%
5	-Johnson County	Circle 7	\$349,113	0.867%
5	-Madison County	Madison-Grant	\$1,194,803	2.967%
5	-Marion County	Marion	\$7,194,924	17.866%
5	-Morgan County	Circle 7	\$179,681	0.446%
5	-Shelby County	Circle 7	\$137,157	0.341%

<b>Region 5</b>		<b>\$9,778,581</b>	<b>24.282%</b>
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Region 5 without Marion  
County

<b>\$2,583,656</b>	<b>6.416%</b>
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6	-Blackford County	East Central	\$161,688	0.401%
6	-Delaware County	East Central	\$1,275,099	3.166%
6	-Fayette County	Southeastern	\$336,040	0.834%
6	-Henry County	East Central	\$238,292	0.592%
6	-Jay County	East Central	\$217,049	0.539%
6	-Randolph County	East Central	\$331,376	0.823%
6	-Rush County	Southeastern	\$69,758	0.173%
6	-Union County	Southeastern	\$34,605	0.086%
6	-Wayne County	Southeastern	\$717,735	1.782%

<b>Region 6</b>		<b>\$3,381,642</b>	<b>8.397%</b>
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7	-Clay County	Western	\$102,701	0.255%
7	-Parke County	Western	\$88,109	0.219%
7	-Putnam County	Western	\$187,835	0.466%
7	-Sullivan County	Shawnee Trace	\$194,995	0.484%
7	-Vermillion County	Western	\$152,658	0.379%
7	-Vigo County	Western	\$1,068,366	2.653%

<b>Region 7</b>		<b>\$1,794,665</b>	<b>4.456%</b>
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8	-Brown County	South Central	\$40,192	0.100%
8	-Daviess County	Shawnee Trace	\$90,393	0.224%
8	-Greene County	Shawnee Trace	\$313,580	0.779%
8	-Lawrence County	Shawnee Trace	\$452,542	1.124%
8	-Martin County	Shawnee Trace	\$71,703	0.178%
8	-Monroe County	South Central	\$1,027,319	2.551%
8	-Orange County	Southern 7	\$237,372	0.589%
8	-Owen County	South Central	\$82,114	0.204%

<b>Region 8</b>		<b>\$2,315,215</b>	<b>5.749%</b>
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9	-Bartholomew County	South Central	\$205,027	0.509%
9	-Dearborn County	Southeastern	\$125,221	0.311%

9	-Decatur County	Southeastern	\$90,146	0.224%
9	-Franklin County	Southeastern	\$140,813	0.350%
9	-Jackson County	South Central	\$106,111	0.263%
9	-Jefferson County	Southeastern	\$122,809	0.305%
9	-Jennings County	South Central	\$194,111	0.482%
9	-Ohio County	Southeastern	\$13,026	0.032%
9	-Ripley County	Southeastern	\$103,628	0.257%
	-Switzerland			
9	County	Southeastern	\$72,545	0.180%
<b>Region 9</b>			<b>\$1,173,438</b>	<b>2.914%</b>
10	-Clark County	Southern 7	\$212,755	0.528%
10	-Crawford County	Southern 7	\$103,857	0.258%
10	-Floyd County	Southern 7	\$243,554	0.605%
10	-Harrison County	Southern 7	\$134,819	0.335%
10	-Scott County	Southern 7	\$85,858	0.213%
	-Washington			
10	County	Southern 7	\$273,164	0.678%
<b>Region 10</b>			<b>\$1,054,007</b>	<b>2.617%</b>
11	-Dubois County	Shawnee Trace	\$99,075	0.246%
11	-Gibson County	Shawnee Trace	\$80,883	0.201%
11	-Knox County	Shawnee Trace	\$202,049	0.502%
11	-Perry County	Southwest	\$71,082	0.177%
11	-Pike County	Shawnee Trace	\$56,578	0.140%
11	-Posey County	Southwest	\$53,927	0.134%
11	-Spencer County	Southwest	\$103,723	0.258%
	-Vanderburgh			
11	County	Southwest	\$1,114,337	2.767%
11	-Warrick County	Southwest	\$139,219	0.346%
<b>Region 11</b>			<b>\$1,920,873</b>	<b>4.770%</b>
Statewide			<b>\$40,271,296</b>	<b>100.00%</b>



Attachment B

Proposal Cover Page

Region Workforce Board, Region 4  
Proposal for Regional Operator Services

Date of Proposal \_\_\_\_\_

Proposing Organization Name:

Proposing Organization Address:

Federal ID Number:

Authorizing Organization Official

Typed Name:

Signature:

Signature Date:

Contact Person

Name:

Address:

Telephone Number:

Cell Number:

E-mail:

Attachment C

Non-Collusion Affidavit

Regional Workforce Board, Region 4

State of Indiana

County of \_\_\_\_\_

The respondent is hereby giving oath that it has not, in any way, directly or indirectly, entered into any arrangement or agreement with any other respondent or with any officer or employee of the Region 4 Workforce Board whereby it has paid or will pay to such other respondent or officer or employee any sum of money or anything of real value whatever; and has not, directly or indirectly, entered into any arrangement or agreement with any other respondent or respondents which tends to or does lessen or destroy free competition in the letting of the agreement sought for by the attached response; that no inducement of any form or character other than that which appears on the face of the response will be suggested, offered, paid, or delivered to any person whomsoever to influence the acceptance of the said response or awarding of the agreement, nor has this respondent any agreement or understanding of any kind whatsoever, with any person whomsoever, to pay, deliver to, or share with any other person in any way or manner any of the proceeds of the agreement sought by this response.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

Subscribed and sworn to me this day \_\_\_\_ day of \_\_\_\_\_

\_\_\_\_\_  
Notary Public

County of \_\_\_\_\_

Commission Expiration Date: \_\_\_\_\_

Attachment D

Regional Workforce Board, Region 4  
Assurances and Certifications

The authorized representative agrees to comply with all applicable State and Federal laws and regulations governing the Workforce Investment Act, Workforce Investment Boards, Regional Workforce Boards and any other applicable laws and regulations.

In addition, the authorized representative assures, certifies and understands that:

1. The proposing organization has not been debarred or suspended or otherwise excluded from or ineligible for participation in federal assistance programs.
2. The proposing organization possesses legal authority to offer the attached proposal.
3. A resolution, motion, or similar action has been duly adopted or passed as an official act of the organization's governing body authorizing the submission of this proposal.
4. A drug free workplace will be maintained in accordance with the State of Indiana requirements.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Date

## Attachment E

### Budget Estimate Worksheet

Line Item	Regional Operator				Fiscal Agent	Match	Total Budget
	Board Staffing		One-Stop Operator Staffing				
	Program	Admin	Program	Admin	Admin		
Salaries							
Fringe Benefits							
Rent and Utilities							
Furniture and Equipment							
Office Supplies and Postage							
Technology							
Staff Development and Travel							
Dues, Memberships, Publications							
Contracts for Board Services							
Total							